CITY OF NEW ORLEANS CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 41(R)

January 30, 1995

TO: All Departments, Boards, Agencies, and Commissions

FROM: Marlin N. Gusman, Chief Administrative Officer

SUBJECT: Victor H. Schiro Municipal Training Academy

I. PURPOSE.

This memorandum established the authority, duties and responsibilities of the Victor H. Schiro Municipal Training Academy. General employee training programs and Police and Fire Departments training are conducted at M.T.A. This is the primary training agency of the City of New Orleans.

II. Authority.

M.T.A. is staffed by the CAO Safety and Training Unit, headed by the Municipal Training Administrator, and the Police Department Education Division and the Fire Department Training Division. The Municipal Training Administrator has responsibility for the classroom and office facility at 401 City Park Avenue. Internal policies and procedures of the training academy will be established by the Municipal Training Administrator.
M.T.A. coordinates with City Civil Service in providing training for City employees.

- A. Instructors for the training program developed by civil service are selected by Civil Service.
- B. Police Academy. The Director of Police Education and the staff members of the Police training program shall be selected by the Police Department. Training eligibility of re-hired and re-instated Police Department employees will be determined by the Police Department. Disciplinary action against any Police Department employees will be done by authority of the Superintendent of Police.
- C. Fire Academy. The Director of Fire Training and staff members of the Fire Department Training Division shall be selected by the Fire Department. Training eligibility of re-hired and re-instated Fire Department employees will be determined by the Fire Department. Disciplinary action against any Fire Department employee will be done by authority of the Superintendent of Fire.
- D. The Municipal Training Academy is primary agent of training for the City of New Orleans. The M.T.A. develops, manages, coordinates and

delivers education and training programs for the Police and Fire Departments. The training of rehired and re-instated employees of the Police and Fire Departments will be based on testing and evaluation determined by the M.T.A. Administrator and staff.

E. Any issues concerning joint use of the facilities and coordination of programs shall be resolved jointly by the M.T.A. Administrator and the Police and Fire Superintendents. Credentials of trainers & training directors may be reviewed by the municipal Training Administrator to maintain standards.

III. <u>DEFINITIONS</u>

The Municipal Training Academy office and classroom building is located at 401 City Park Avenue, New Orleans, LA 70119. It contains a 100 seat auditorium, a 40 seat conference room, and eight classrooms. The facilities are available to City departments for City functions. They are also for rent to outside organizations and businesses. Arrangements for use must be made through the Municipal Training Administrator. The CAO Safety & training Unit, led by the Municipal Training Administrator, has authority for the use and maintenance of the facility.

The Technical Training Facilities are located at 13400 Old Gentilly Road and include the Firing Range, the Burn Building, Fire Tower, Apparatus Building, Hazmat facility, and the Driving Track. All of these facilities are a part of the Municipal Training Academy and are under the supervision of the Municipal Training Administrator.

IV. INQUIRIES

Questions concerning this memorandum should be addressed to the Municipal Training Administrator at 483-2000 or the Chief Administrative Office, Personnel, Audit, Training and Support Services Division at 565-6556.

MNG/LRF/itb